



**Policy:** 4052  
**Procedure:** 4052.01  
**Chapter:** Secure Facilities  
**Rule:** Search of Juveniles and Belongings

**Effective:** 9/21/2005  
**Replaces:** 4250.01  
**Dated:** 03/26/1999

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) secure facility employees shall conduct random and scheduled searches of juveniles, juvenile rooms, and personal belongings in order to find and remove contraband for the purpose of maintaining a safe and secure facility.

### **Rules:**

#### **1. Pat Searches:**

- a. **EMPLOYEES** shall:
  - i. Pat search juveniles:
    - (1) When juveniles return from Education as a unit or individually;
    - (2) Anytime a juvenile returns from outside of his/her assigned housing unit;
    - (3) During random and scheduled searches; and
    - (4) Anytime an employee has cause to believe a juvenile is in possession of contraband which can be discovered during a pat search.
  - ii. Only pat search juveniles of the same gender unless an exception is approved by the Superintendent or designee;
- b. The **OFFICER in CHARGE** shall:
  - i. Approve any exceptions concerning routine and mandatory pat searches; and
  - ii. Ensure all exceptions concerning routine and mandatory pat searches are recorded in the security log and applicable housing unit log.
- c. The **SUPERINTENDENT or DESIGNEE** shall:
  - i. Base approval of cross-gender pat searches on the immediate risk to employees or juveniles; and
  - ii. Ensure two employees are present for all cross-gender pat searches.

#### **2. Pat Searches After Juvenile Movement:**

- a. Line Movement:
  - i. **ESCORTING EMPLOYEES** shall stop the line movement approximately 20 feet from entrance doors;
  - ii. The **LEAD EMPLOYEE** shall:
    - (1) Separate from the group and maintain a position approximately 10 feet from the unsearched juveniles;
    - (2) Pat search juveniles one at a time as they are sent from the second employee; Direct searched juveniles to line up separate from unsearched juveniles; and
    - (3) Upon completion of pat searches, remain outside to monitor juveniles entering the housing unit.
  - iii. The **SECOND EMPLOYEE** shall:
    - (1) Monitor the unsearched juveniles;
    - (2) Send one juvenile at a time to the lead employee for a pat search; and
    - (3) Upon completion of pat searches, enter the housing unit first to monitor juvenile entrance.
  - iv. **ADDITIONAL EMPLOYEES** shall assist with pat searches or monitoring unsearched juveniles as directed by the lead employee.
- b. Individual Movement:
  - i. **ESCORTING EMPLOYEES OR RECEIVING EMPLOYEES** shall pat search each individual juvenile returning to the housing unit;
  - ii. **SECURITY EMPLOYEES** shall pat search any juvenile they escort to a housing unit.

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#### c. Pat Search Protocol:

##### i. **EMPLOYEES** shall:

- (1) Verbally direct juveniles throughout the pat search process;
- (2) Ask the juvenile if s/he has any contraband or sharp objects on his/her person;
- (3) Instruct the juvenile to empty his/her pockets and place contents in employee's view out of the juvenile's reach;
- (4) Instruct the juvenile to remove hat and jacket if applicable;
- (5) Instruct the juvenile to stand with legs spread and arms extended straight out to the side with fingers spread;
- (6) Visually inspect both sides of hands;
- (7) Instruct the juvenile to open his/her mouth and lift his/her tongue;
- (8) Visually inspect gum areas and underneath the tongue;
- (9) Instruct the juvenile to turn with his/her back facing the employee;
- (10) Use both hands in a continuous motion, starting with the collar and pat across the base of the head, across the shoulders, tops of arms to hands, and front/bottom side of arms to shoulders;
- (11) (Female juveniles) Search pony tail holders;
  - (a) If pony tail holder is unable to be searched while in the juvenile's hair, instruct the juvenile to remove it;
- (12) Pat over juvenile's shoulders down the back and sides to the waist;
- (13) Feel around the waist/belt line without putting fingers under the waistband;
- (14) Go around with hands to the front of the body, patting the stomach;
- (15) (Female juveniles) Search brassiere;
  - (a) Grasp juvenile's brassiere under the front side of the arm pit from the outside of their shirt;
  - (b) Pull out on the brassiere and shake it out;
    - (i) If a juvenile is wearing 2 brassieres for support, search both brassieres separately;
  - (c) Carefully return the brassiere to its original position without allowing it to snap back.
- (16) Feel all pockets from the outside;
- (17) Pat down the back and outside of the legs to the bottom of the pants including cuffs and socks outside of the juvenile's shoes;
- (18) From the bottom of the pants pat the front and insides of legs into the groin area;
- (19) Instruct juvenile to lift each foot and visually inspect the bottom of each shoe; and
- (20) Randomly search juvenile shoes, taking into consideration the surface area and climate conditions.

#### 3. **Strip Searches:**

##### a. **EMPLOYEES** shall:

- i. Perform routine mandatory strip searches for juveniles:
  - (1) Being admitted to secure facilities;
  - (2) Being referred to separation;
  - (3) Returning from Kitchen, Maintenance, and Administration work crews;
  - (4) Returning from off-site locations;
  - (5) Returning from visitation; and
  - (6) Returning from personal contact with outside persons.
- ii. Perform strip searches for juveniles:
  - (1) During random and scheduled housing unit and building searches;
  - (2) Any time an employee has probable cause to believe a juvenile is in possession of contraband which can be discovered during a strip search;
  - (3) In a private setting that aids in the avoidance of unnecessary force, embarrassment, or indignity to the juvenile;

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- (4) At a reasonable time and in a reasonable manner;
    - (5) Of the same sex only.
  - iii. Wear protective gloves at all times during strip searches;
  - iv. Not touch juveniles during a strip search;
  - v. Allow law enforcement officials to assist ADJC security and housing unit employees in such a search, if necessary; and
  - vi. Maintain a 1:1 staff/juvenile ratio for strip searches.
- b. Strip Search Protocol:
  - i. **EMPLOYEES** shall:
    - (1) Instruct juveniles to remove all:
      - (a) Clothing;
      - (b) Jewelry; and
      - (c) (Females) Sanitary items;
        - (i) Employees shall provide new sanitary items for juveniles at the conclusion of a strip search.
    - (2) Place clothing in a designated area away from the juveniles being searched;
    - (3) Instruct juvenile to tilt his/her head forward and run his/her hands through his/her hair;
    - (4) Instruct juvenile to turn his/her head to the right and pull his/her left ear forward exposing the backside of the ear;
    - (5) Using a flash light, visually inspect the back and inside of the left ear;
    - (6) Instruct juvenile to turn his/her head to the left and pull his/her right ear forward;
    - (7) Using a flash light, visually inspect the back and inside of the right ear;
    - (8) Instruct the juvenile to tilt his/her head backward exposing his/her inner nostrils;
    - (9) Using a flash light, visually inspect the inside of both nostrils;
    - (10) Instruct juvenile to remove any dental appliances and open his/her mouth as wide as possible, using the index fingers to turn the upper and lower lips outward;
    - (11) Using a flash light, inspect the inside of the mouth, gum, lip areas, and under the tongue;
    - (12) Instruct the juvenile to hold both arms straight up overhead;
    - (13) Visually inspect each arm pit;
    - (14) (Females) Instruct juvenile to lift both breasts;
    - (15) Visually inspect the underside of each breast and ribcage area;
    - (16) Visually inspect the juvenile's entire frontal area for bandages, folds of skin, or other places contraband may be secreted;
    - (17) (Females) Instruct juvenile to squat down and cough forcefully;
    - (18) (Males) Instruct juvenile to lift their scrotum;
    - (19) (Males) Inspect groin area underneath the scrotum;
    - (20) Instruct juvenile to turn with his/her back facing the employee;
    - (21) Instruct the juvenile to lift each foot one at a time and wiggle their toes;
    - (22) Inspect the bottom of the foot and observe in-between the toes;
    - (23) Instruct juvenile to bend over and spread his/her buttocks; and
    - (24) Visually inspect the buttocks area.
  - c. Searching juvenile clothing:
    - i. **EMPLOYEES** shall:
      - (1) Pay particular attention to:
        - (i) Threaded seams;
        - (ii) Linings;
        - (iii) Padding;
        - (iv) Cuffs; and
        - (v) Pockets.
      - (2) Search all juvenile clothing in the following order and manner:
        - (a) Briefs:
          - (i) Turn inside-out;
          - (ii) Inspect the fly area, waistband, and thigh/leg bands.

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- (b) (Female) Brassiere:
  - (i) Look for padding, threaded seams, elastic bands, recesses; and
  - (ii) If multiple bras are used for support, pull them apart and inspect separately.
- (c) Pants:
  - (i) Turn inside out;
  - (ii) Inspect seams starting at the cuff line on the bottom of the legs and working up to the waist line;
  - (iii) Unroll rolled cuffs for search;
  - (iv) Check all pockets, linings and fly area; and
  - (v) Check around entire waist band for cuts and small pockets.
- (d) Shirts:
  - (i) Turn inside out;
  - (ii) Inspect starting at the shirt tail working toward the neck line, checking all threaded seams, lining and padding;
  - (iii) Check collar thoroughly; and
  - (iv) Check sleeves and sleeve bands.
- (e) Socks:
  - (i) Turn inside out without shaking them;
  - (ii) Stretch socks out;
  - (iii) Inspect starting at the opening of the sock working toward the toe area; and
  - (iv) Check all seams and recesses.
- (f) Shoes:
  - (i) Open shoes up completely;
  - (ii) Remove insoles if removable;
  - (iii) Feeling around inside of shoes to the toe area;
  - (iv) Inspect shoe tongue;
  - (v) Inspect all seams and padding for unusual bulging, rips, etc; and
  - (vi) Check exterior sole of the shoe by flexing it to inspect for cuts made into compartments.
- (g) Jackets and Shirts:
  - (i) Turn inside out;
  - (ii) Inspect starting at the jacket tail working toward the collar area;
  - (iii) Check collar thoroughly;
  - (iv) Check sleeves/hood; and
  - (v) Inspect all seams, lining and padding.
- (h) Hats, to include:
  - (i) Bill;
  - (ii) Seams; and
  - (iii) Interior sweat band.

#### 4. Juvenile Room Searches:

- a. **EMPLOYEES** shall:
  - i. Conduct routine, mandatory room searches;
  - ii. Conduct all room searches in an orderly, professional manner; and
  - iii. Document all room searches in the housing unit log.
- b. Room Search Protocol:
  - i. **EMPLOYEES** shall:
    - (1) Search bed(s), bedding, and mattresses;
    - (2) Working in a clock-wise direction, search all moveable items in the room and place them on the bed an orderly fashion;
    - (3) Working in a clock-wise direction, search fixtures to include:
      - (a) Shelves;
      - (b) Sink;

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- (c) Toilet;
  - (d) Mirror;
  - (e) Door;
  - (f) Desk;
  - (g) Stool;
  - (h) Light; and
  - (i) Window(s).
- (4) When practicable, return moveable items to their original locations at the conclusion of a room search.

### 5. **Body Cavity Searches:**

- a. The **DIRECTOR or DESIGNEE** shall approve a body cavity search only after finding probable cause to believe that a juvenile has swallowed or hidden contraband in a body cavity that is not visible by a strip search and:
  - i. Such contraband poses a risk to the juvenile's health;
  - ii. Such contraband is potential evidence for criminal prosecution; or
  - iii. Less intrusive measures such as radiographic examination have failed or are impractical.
- b. When a body cavity search has been requested but not yet approved, the **SUPERINTENDENT or DESIGNEE** shall place involved juvenile(s) on 1:1 watch;
- c. In situations where it is determined a body cavity search is justified, the **DIRECTOR or DESIGNEE** shall:
  - i. Contact the Clinical Services Director to arrange for a contracted private physician to perform the search;
  - ii. Contact the Attorney General Liaison to request a court order in which an authorized medical doctor to perform the search is specifically identified; and
  - iii. If applicable, contact the Inspections and Investigations Administrator to arrange for evidence collection.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By::
10/01/2005	James A Hillyard		